



Office of the Stark County Commissioners

Job Description/Posting

Job Title:	Facilities Assistant	Position Type:	Full-Time
Department:	Facilities	Exempt Status:	Non-Exempt
Location:	110 Central Plaza South, Suite 110	Core Hours:	M-F, 8:30 AM - 4:30 PM
Hiring Authority:	Board of Stark County Commissioners	Salary Range:	\$11.00-\$13.00 per Hour
Immediate Supervisor:	Facilities Manager, Lee Henderson	Date Posted:	10/ 9/2014
Supervisory Position:	No	Posting Expires:	4:00 PM – 10/24/2014
Posting URL:			

Applications Accepted By:

E-MAIL:

personnelmanager@starkcountyohio.gov

Subject: Facilities Assistant

MAIL:

Personnel Manager

RE: Facilities Assistant

Stark County Commissioners

110 Central Plaza South, Suite 240

Canton, OH 44702

Job Description

ROLES AND RESPONSIBILITIES:

- Process department payroll.
- Performs general office support and clerical functions.
- Create/update spreadsheets, manage databases, produce presentations, reports and documents.
- Schedule and coordinate meetings, interviews and other activities.
- Coordinate with other County departments regarding the resolution of day-to-day administrative and operational issues.
- Communicate with vendors, order supplies and gather data.
- Receive and review invoices from vendors.
- Prepare and distribute invoices for parking and other services.
- Assist in County parking facility operations, as needed.
- Receive, count and pay out cash.
- Manage and organize departmental filing.
- Send out and receive mail and packages.
- Miscellaneous other duties as assigned by supervisor.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- High School Diploma or equivalent.
- At least 3 years working experience in an office environment.
- Flexible and eager to learn new tasks and take on additional responsibilities.
- Must possess a good team attitude.



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PREFERRED SKILLS/COMPETENCIES: <ul style="list-style-type: none">• Fluent in Microsoft Office software, with a focus on Word, Excel and PowerPoint.• Good interpersonal skills.• Strong organizational abilities.• Solid writing skills.• Experience with an Oracle based financial system.• Kronos Payroll System			
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Reviewed By:		Date:	
Approved By:	B Luther	Date:	10/09/2014 – 2:11 PM
Last Updated By:	C Nichols	Date/Time:	10/08/2014 – 5:05 PM